

**DODGE COUNTY HEALTH FACILITIES COMMITTEE MEETING
HELD AT CLEARVIEW, IN THE CHAPEL
198 COUNTY DF
JUNEAU, WI 53039**

MARCH 9, 2016

MINUTES

1. **CALL TO ORDER:** Meeting was called to order by Chairman Bischoff at 7:45 a.m. with the following members present:
2. **ROLL CALL:**

Larry Bischoff
Lisa Derr
Jeff Duchac
Dan Hilbert
Tom Schaefer
- ALSO PRESENT:** James Mielke, Dodge County Administrator; Russell Kottke, Dodge County Board Chairman; Ruth Otto, Dodge County IT Director; Zev Kianovsky, Dodge County Assistant Corporation Counsel; Sarah Eske, Dodge County Human Resources Director; Tonia Mindemann, Dodge County Assistant Human Resources Director; Jane E. Hooper, Administrator; Bill Wiley, Director of Finance; Jacqueline Kuhl, Brain Injury Center Coordinator; Lori Kurutz, Director of Support Services; Jim Hill, Director of Environmental Services; Heather Hearley, Director of Dietary; Heather Ninmann, IID Household Specialist; Jessica Streat, Assisted Living Supervisor; Ann Schulz, Director of Nursing; Angi Zilliox, Human Resource Specialist; Patti Kollath, Scheduling Supervisor; and Jill Soldner, Administrative Secretary.
3. **APPROVAL OF MINUTES OF FEBRUARY 19, 2016 MEETING:** Motion made by Duchac to approve the February 16, 2016 Minutes; seconded by Derr. Motion carried.
4. **APPROVAL DEVIATING FROM THE AGENDA:** Motion made by Schuster to deviate from the Agenda if required; seconded by Duchac. Motion carried.
5. **PUBLIC COMMENT:** None to report.
6. **COMMITTEE MEMBER REPORTS:** None to report.
7. **INVOLUNTARY DISCHARGES:** None to report.

8. **CENSUS REPORTS:**

CBIC:	24 of 30 – 2 admits this week and 1 admit in 2 weeks, plus 3 referrals
Clearview:	128 of 140 – 1 in the hospital
Clearview Behavioral Health 1/2:	20 of 20
ICF-IID (formerly FDD):	42 of 46 – 2 discharges last week
Trailview	3 of 4
Clearview Community Group Home:	4 of 4
Northview Heights (CBRF):	15 of 20 - new admission today

9. **ADMINISTRATOR'S REPORT:**

- **Patti Kollath, Scheduling Supervisor:** Patti Kollath, who has been an employee of Clearview for 36 years, will be retiring on April 1, 2016. Patti spoke to the Committee about her years of service and her various roles she's held.
- **Charter TV Contract:** Ruth Otto (Dodge County IT Director), Zev Kianovsky (Dodge County Assistant Corporation Counsel), and Jim Hill (Clearview Environmental Services Director) provided an update to the Committee concerning the Charter contract. Clearview decided not to proceed with the DISH Network contract due to several reasons. First, the cost per room charge increased from what was originally quoted of \$6.00 to more than \$13.00 per month. In addition, less channels would be received under DISH than what the facility currently receives from Charter. Secondly, the cost to purchase the DISH equipment rose from approximately 15,800 to 27,800. Finally, Clearview was given no idea of how much the per-room rate was going to increase during years four and five of the contract with DISH.

The current Charter contract has an extension clause in it in which if neither party gave 90-day notice of termination the contract would automatically extend. Clearview and Corporation Counsel felt it was better to let the contract extend in order to have time to work out the concerns Clearview has with the proposed new contract from Charter. It is a five-year contract but some of the concerns include: easement, marketing within the building, verbiage in the contract, and other items. IT, Corporation Counsel and Clearview will continue to meet to identify the contract concerns and work to clear up these issues with Charter.

- **Fire "Sapphire" Standalone Sprinkler System:** Russ Freber, Dodge County Physical Facilities Director, talked with Jim Hill, Environmental Services Director, and Adam Kikkert, Maintenance Lead, about the present fire suppression system in Clearview's server room. A clean agent fire suppression system being installed at the Justice Center in the server room (B10) is being discussed with IT and Physical Facilities. The system is called "Sapphire." Freber told Hill that in this case at some point they may want to look into the same system for Clearview's server room. Ruth Otto, IT Director, mentioned that

Clearview's server room needs to be air tight and that the system is a safe chemical retardant. Right now both locations have a two-step wet system. Hill checked with the Juneau Fire Inspector who suggested putting a clean agent fire extinguisher outside the server room on the wall and that the cost would be around \$600. Hill was going to contact Clearview's architect (Engberg Anderson) and Boldt Construction to get more information on what their thoughts were at the time of the build for the server room and the fire suppression design.

- **Boiler Update:** Fulton Boilers is the manufacturer of the four boilers at Clearview. While there is no sign of problems at this time, there is the possibility of a flue gas leak. Retro fit doors will be installed on the boilers next week, free of charge; it will take approximately one week to complete this. H&H Industries, Clearview's HVAC contractor, will be here at the same time, as well as in the future for their spring maintenance.
- **Nursing Department: Hiring Bonus and Incentives:** Ann Schulz (Director of Nursing) and Angi Zilliox (Human Resource Specialist) reported on policies in place regarding Attendance Drawing and Additional Shift Drawing (we would like to start these beginning on April 1, 2016). Also discussed was a draft policy regarding a trial run of household self-scheduling of 7.75 hour Household Assistant 2 and Household Assistant 3 staff (beginning in April as well).

The Reinhart law firm has been consulted and is looking into 12 hour shifts with regard to overtime rules. A discussion was held about having a consultant looking into Clearview's current scheduling procedure.

Surveys were completed and submitted by staff; initial results indicate that there is not a lot of interest in working 12 hours shifts. Some of the households are coming up with their own schedules. Some of the staff did not want their schedules changed at all.

Motion 1: Motion by Duchac to forward the Trial Run of Household Self-Scheduling policy to the Human Resource Committee for consideration; seconded by Derr. Motion carried.

Motion 2: Motion by Duchac to forward the Additional Shift Drawing policy to the Human Resource Committee for consideration; seconded by Hilbert. Motion carried.

Motion 3: Motion by Derr to forward the Attendance Drawing policy to the Human Resource Committee for consideration; seconded by Hilbert. Motion carried.

- **Dietary: PM Shift Incentives:** Heather Hearley, Director of Dietary, discussed the \$1.00 shift differential, aiming to attract PM staff. Hearley also mentioned an interested outside applicant who currently works 8:00 a.m. to 4:30 p.m. with comparable wages, without the shift differential. The \$1.00 shift differential is

supported by the Health Facilities Committee, has been directed to the Human Resource Committee, and has already been approved.

- **Department of Quality Assurance Visit:** Two complaint surveys were conducted, one for the IID household and the other for the nursing home. Four citations were issued for the IID household, that being a complaint from a family member. Five citations were issued for the nursing home, that being an anonymous complaint. Clearview has enlisted the Reinhart law firm to appeal the nursing home citations. Updates will be given as they happen. **Veterans**
- **Administration – Union Grove and King Visit to Clearview Regarding Behavioral Health:** A team of individuals from Union Grove and King came to Clearview to learn about our behavioral health facilities.
- **Representative Mark Born Visit to Clearview:** Representative Born visited Clearview on March 7, 2016 to discuss the Workforce Survey as well as the Dementia Crisis Unit, bed tax for state only facilities, and legislation related to brain injury.
- **Focus Planning:** Hooper and Ann Schulz, Director of Nursing, were asked to be a part of the annual Focus planning conference put on by the Department of Health Services.
- **Family Care/Iris 2.0:** Family Care / Iris 2.0 is transforming into an Integrated Health Agencies (“IHA”), a Medicaid / Medicare managed care system. There are three regions of Family Care in the state: (1) urban/rural are together; (2) nursing homes that are funded through IHAs and traditional fees for service; and (3) behavioral health. Updates to follow.
- **Dementia Crisis Unit:** Hooper updated the Committee about her meeting with Representative Mark Born (see above regarding his visit to Clearview).
- **LeadingAge Spring Conference:** The Spring conference will be held from May 4 to 6 in Wisconsin Dells. A special Workforce Summit will be held on May 4; Clearview Human Resource staff and Clearview staff will attend the summit; Hooper has invited the Health Facilities Committee to attend as well.
- **LeadingAge Survey Results:** Workforce issues are not just a Clearview matter; it is statewide as well as nationwide
- **Consider, Discuss, and Take Potential Action on LeadingChoice Network:** The LeadingChoice Network will be staffed with a CEO, a Clinical Manager, and government participation from a Skilled Nursing Facility (“SNF”). Clearview has been asked to join the Network; 198 out of 264 beds would be affected (the IID and CBH households would not be included). The cost to join the Network is approximately \$14,000. A letter of intent is due by April 15, 2016 with a signed contract due by May 2, 2016. Further information / research into the Network

needs to be doing before making a decision. No action at this time was taken and will be discussed further at the April 6 meeting.

- **WXRO Morning Show:** WXRO will be at Clearview on April 7 for the morning show from 6 to 9 a.m. Some of the topics discussed will be employment positions available, financial assistance offered, and volunteer opportunities.
- **Approval of Friends of Clearview Expenditures:** Motion by Duchac to approve the requested expenditures in the amount of \$879.59; seconded by Schaefer. Motion carried.

REPORT FROM BILL WILEY, CLEARVIEW FINANCE DIRECTOR:

Victim Witness Program: Wiley notified the Committee that Clearview has submitted a request for restitution in a court case in Rock County. An update of the situation was given and the reason for the request. Clearview will attend the court proceedings on April 6.

Financials: Wiley updated the Committee on the 2014 and 2015 audits. The 2014 audit findings are complete and corrective procedures are in place. The 2015 audit will determine if the procedures implemented are sufficient.

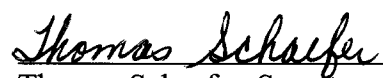
A 2015 pre-audit meeting between Julie Kolp, Kevin Krysinski, and Bill Wiley took place February 26. Wiley briefed the Committee that he believes the meeting went well. Several areas were discussed that the auditors will be looking at in April when they do the audit.

A discussion then took place with the Committee concerning the Leading Age Network. The committee was briefed on what was known of the network. Areas of advantages and concerns were discussed. It was determined that Clearview would gather more information before proceeding. This issue will be discussed further at the April 6 Health Facilities meeting.

10. **NEXT MEETING DATES:** Wednesday, April 6, 2016 at 7:45 a.m. in the Chapel at Clearview and April 27, 2016, at 11:00 a.m., in the Towne Centre Conference Room at Clearview, located on the first floor, 198 County DF, Juneau, Wisconsin.
11. **ADJOURN:** There being no further business to come before the Committee, by order of the Chair, to adjourn. Meeting adjourned at 11:07 a.m.

Dated this 6th day of April, 2016.

Respectfully submitted,


Thomas Schaefer, Secretary